



Bylaws

Article I - Name

The name of this organization shall be the Governor's Committee to End Homelessness (GCEH).

Article II - Vision and Mission

Homelessness is unacceptable in Missouri. It is the belief of the Governor's Committee to End Homelessness that housing is a right, not a privilege. Therefore, all individuals and families must have the right to safe, affordable housing in healthy communities with access to a network of supportive services.

The mission of the Governor's Committee to End Homelessness is to prevent and end homelessness by establishing strategies to promote public and private coordination and collaboration, develop new strategies to evaluate and reallocate resources, removing barriers to accessing services, evaluating unmet needs and providing supportive services and affordable housing needs, implementing effective solutions to build economic security and promoting and supporting activities that prevent homelessness.

Article III - Responsibilities

Section 1 General

The responsibilities of the committee are set forth by Executive Order by Governor Jeremiah W. (Jay) Nixon. Should the Executive Order expire, December 31, 2016, and not be reinstated, the responsibilities will remain as outlined.

Section 2 Tasks of the Committee

The three main tasks of the GCEH are:

- 1- Raise awareness about homelessness issues in Missouri
- 2- Advocate for housing and services for families and individuals who are homeless through resource collaboration
- 3- Facilitate the Balance of State Continuum of Care process

In addition, the committee will ensure there is a valid Homeless Management Information System (HMIS) and conduct Regional Housing Team Meetings on a quarterly basis.

Article IV - Membership

Section 1 Membership

- 1- The committee will be composed of no less than 20 members appointed by the Governor.
- 2- Members of the committee shall serve under the guidelines of the Executive Order and shall serve without compensation.
- 3- Membership shall include:
 - a. At least one representative from each of the following state agencies:
 - i. Department of Corrections
 - ii. Department of Economic Development
 - iii. Department of Elementary and Secondary Education
 - iv. Department of Health and Senior Services
 - v. Department of Mental Health Housing Office
 - vi. Department of Social Services
 - vii. Missouri Housing Development Commission, Lead Balance of State Continuum of Care Agency
- 4- Additionally, the following agencies shall hold a seat on the committee:
 - a. Balance of State HMIS Lead Agency or subcontractor of lead as approved by Lead Agency
 - b. One representative from each established Continuum of Care in Missouri
 - c. The Salvation Army
 - d. Empower Missouri (formerly MASW)
 - e. Missouri Coalition Against Domestic and Sexual Violence
 - f. Veterans Administration
- 5- The Governor shall appoint other representatives who are familiar with the challenges of homelessness; including representatives of the faith based community, community action agencies, non-profit organizations, and local/and or federal governmental agencies.
- 6- At least 51% of the committee shall consist of non-profit, faith-based and/or community-based agencies.
- 7- If an overlap of agency representation occurs due to changes in officers or lead agency roles, the agency will only hold one seat.

- 8- At least one member will be formerly homeless.

Section 2 Terms of Service

- 1- Should a member resign from their agency or organization, the agency or organization will still hold a seat and a representative from that agency or organization will fill the vacant seat. Unless the person is a direct appointment from the Governor's office of Boards and Commissions.
- 2- Absence and non-attendance to committee meetings may result in termination of service of the member. Refer to Article VII, Section 3 for nonparticipation.

Article V - Officers

Section 1 Officers

Three officers will coordinate the work of the committee: Chair, Vice-Chair and Secretary.

Section 2 Nomination and Election

- 1- The Executive Committee will nominate and recommend to the committee a slate of candidates for Chair, Vice-Chair and Secretary to be voted on every two years at the December meeting.
- 2- Should an officer resign from the committee before completing a term of office, the Executive Committee will appoint a member from the committee to finish the term of office. The committee will vote for approval of the new officer.

Section 3 Terms of Service

Officers shall be elected for a two-year term. Term of office is two years beginning in January of the year following an election and running concurrent with the calendar year. Officers can serve a maximum of two two-year terms. An officer must serve one term out of any office before serving again. If the Vice-Chair must complete the term of a Chair then he or she can be reelected to complete one additional term.

Section 4 Duties

- 1- Chair

The Committee Chair will serve as the Chair of the Executive Committee. The Chair is responsible for scheduling and facilitating meetings, preparing meeting agendas and overseeing the review and approval of the annual report. The Chair is responsible for representing the committee for public appearances and media requests. At the end of

their term, the Chair will be responsible for advising the new, incoming Chair and assisting with the transition for new officers.

2- Vice-Chair

The Vice-Chair will serve as the Chair of the Awareness Committee. The Vice-Chair will facilitate meetings in the event that the Chair is unable to attend. In the absence of the Secretary, the Vice-Chair will serve as Secretary. In the absence of both the Chair and Secretary, the Vice-Chair will appoint a committee member to serve as Secretary for the meeting. Should the Chair, for any reason not be able to complete a term of office then the Vice-Chair will take over and a new Vice-Chair would then be appointed to complete the term.

3- Secretary

The Secretary will serve as Chair of the Targeted Issues Committee. The Secretary shall ensure that all minutes of meetings and records of the committee's business are compiled and preserved. The Secretary is responsible for sending minutes to committee members and sending monthly meeting reminders. All minutes and records of the committee shall be maintained by the Secretary. The Secretary will call roll for attendance and any agenda items up for vote during meetings. The Secretary will be responsible for reporting on missed attendance, and notifying the committee if a member is in violation of Section 3.2 of Article VII.

Article VI - Standing and Ad Hoc Sub-Committees

Section 1 Committee Membership

In addition to members of the committee, non-members may be appointed to serve on standing or ad hoc sub-committees by recommendation from committee chairs or other GCEH members.

Section 2 Reports

All sub-committees shall maintain written agendas and/or minutes which shall be provided to the Chair of the GCEH and made available to the full committee upon request. Each sub-committee chair shall report its activities to the committee as necessary.

Section 3 Meetings

- 1- All sub-committees shall meet at such time and place as designated by the Chair of the sub-committees and as often as necessary to accomplish their tasks.
- 2- The Executive Committee shall meet between the regularly scheduled GCEH meetings and prior to full GCEH meetings.

- 3- Participation by members of committees may be via telephone conference calls.
- 4- All sub-committees are responsible for providing a committee report for the committee's annual report.

Section 4 Standing Sub-Committees

- 1- The standing sub-committees of the GCEH are the following: Executive Committee, Balance of State Continuum of Care Committee, Awareness Committee and Targeted Issues Committee. The ad-hoc sub-committees of the GCEH are the following: Review Committee and other committees and workgroups as approved by the GCEH.
- 2- The Chair of each standing sub-committee is assigned as stated in Article V, Section 4.
- 3- Executive Committee
 - a. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and one representative from the lead agency for Balance of State (BoS) Continuum of Care (CoC), the lead agency or subcontractor for Homeless Management Information System (HMIS) and the Missouri Department of Mental Health Housing Office.
 - b. Responsibilities of the Executive Committee are:
 - i. Recommend new members for appointment
 - ii. New member orientation
 - iii. Nomination of officers in December of expiring terms of service
 - iv. Yearly Review Committee appointments
 - v. Assist Chair with agenda content
 - vi. Attendance monitoring
 - vii. Appointing additional committees as needed
 - viii. Reviewing and approving the Annual Report
 - ix. Review HUD BoS CoC Consolidated Application to HUD from the Lead Agency prior to submission
 - x. Coordinate statewide efforts to end homelessness
- 4- Balance of State Continuum of Care Committee
 - a. The Balance of State Continuum of Care committee will be chaired by the BoS CoC lead agency. The committee shall include one representative from the lead agency for HMIS or subcontractor, each State agency that administers McKinney-Vento as amended by HEARTH funded programs and one representative from each region in the Balance of State Continuum of Care.
 - b. Responsibilities of the Balance of State Committee Chair are:
 - i. Schedule and facilitate Regional Housing Team Meetings

- ii. Coordinate the Point-in-Time count
 - iii. Prepare the Point-in-Time count reports
 - iv. Prepare and complete HUD BoS CoC Consolidated Application
 - v. Keep and update committee procedures and recommend policy updates to GCEH
- c. Responsibilities of the Balance of State Committee members are:
 - i. Serve in advisory capacity to the sub-committee chair
 - ii. Contribute to revisions of the 10 Year Plan as needed

5- Awareness Committee

- a. The Awareness committee shall consist of members and non-members elected by the Awareness Chair.
- b. Responsibilities of the Awareness Committee Chair are:
 - i. Organize workgroups under the Awareness Committee
 - ii. Provide oversight and assistance to workgroups
- c. Responsibilities of the Awareness Committee members are:
 - i. Plan and coordinate homelessness awareness events
 - ii. Plan and coordinate Legislative Awareness Day
 - iii. Plan and coordinate Project Homeless Connect
 - iv. Keep and update committee procedures and recommend policy updates to GCEH

6- Targeted Issues Committee

- a. The Targeted Issues Committee shall consist of members elected by the Targeted Issues Chair.
- b. Responsibilities of the Targeted Issues Committee Chair are:
 - i. Organize workgroups such as Re-entry, Chronically Homeless, Homeless Children, Homeless Veterans, Domestic Violence and others as needed.
 - ii. Keep and update committee procedures and recommend policy updates to GCEH
- c. Responsibilities of the Targeted Issues Committee members are:
 - i. Assist and support workgroups
 - ii. Report workgroup information and progress to GCEH

7- Review Committee

- a. The Review Committee is an ad-hoc committee and shall consist of no less than five members appointed by the Executive Committee.
- b. Responsibilities of the Review Committee Chair are:
 - i. Attend and present information at the BoS CoC Project Application training

- ii. Facilitate the Review Committee meeting
- iii. Provide updates at the GCEH meetings
- iv. Provide feedback to applicants after ranking and submission as requested
- c. The responsibilities of the Review Committee are:
 - i. Review Project Applications for new and renewal projects
 - ii. Rank Project Applications as defined by HUD in the NOFA
- d. Applicants, currently funded agencies or entities that may have a financial gain or other conflict of interest may not hold a seat on the Review Committee, or vote on recommendations made by this committee.

Article VII - Meetings

Section 1 Meetings

Regular meetings of the GCEH will convene on the first Monday of every other month, at 11:00 a.m. to 2:00 p.m. The committee will meet in February, April, June, August, October and December. In the event of a holiday, the committee will meet the following Monday.

Section 2 Voting

1- Eligibility

Appointed agencies, organizations, state agencies and Governor appointments shall be designated voting members and shall hold one vote.

2- General

Under general ethical principals regarding conflict of interest, members of the committee shall recuse themselves when they have or anticipate having a direct financial gain or conflict of interest in the outcome of a committee decision, independent of their status as providers of services to homeless.

3- Quorum

51% of the members eligible to vote shall constitute a quorum. If during the meeting the number of members present is reduced to below a quorum, the meeting may continue but no vote may be taken.

4- Voting by proxy

Any member unable to be present at the time of a vote may send one representative of their agency or organization to vote by proxy. The Secretary must receive written notification prior to the meeting being called to order to approve the vote by proxy.

5- In the event of an item needing committee approval by a vote, any Executive Committee member can call a special meeting and a vote may be held via phone or email.

Section 3 Vacancies/Nonparticipation

- 1- Individual committee membership ends when:
 - a. A member resigns or dies; or
 - b. A member is deemed inactive by the committee upon the relevant facts having been presented; or
 - c. A majority of the committee terminates the member for just cause, as defined by the majority.
- 2- After two absences of any regularly scheduled full committee meeting not represented by member or proxy, within one calendar year, the member may be notified that his/her position will be declared vacant. In the case of vacant positions, the head of the agency or organization will be notified and requested to name a replacement representative from that agency or organization. The Executive Committee shall determine final action on the status of membership for individual members. For members who are direct appointments, the Governor's Boards and Commissions office will be notified of the absences.
- 3- Attending by telephone fulfills the attendance requirements of these Bylaws.
- 4- An individual's termination of membership does not terminate the appointment as provided in Article IV, Section 2.

Article VIII - Amendments to Bylaws

The Bylaws of the Governor's Committee to End Homelessness may be revised, amended or repealed by a majority vote of the committee. Any member may submit proposed changes in writing to the Committee Chair. The Chair must provide the proposed changes at one committee meeting and take a vote at the next regularly scheduled meeting.

Bylaws accepted by vote on: Monday April 6, 2015

Chairperson signature and date: _____

